



You Can Support Your Sister Chapter Preparation Guide

You Can Support Your Sister (YCSYS) is coming to your chapter! As the vp: programming/director of DG Dialogues, you will serve as the chapter contact for this program. In the following guide, you will find information about the program, the responsibilities of and your chapter, as well as other important information. We urge you to read this entire document and use it as a guide for preparation!

WHAT IS YCSYS?

Research shows that building resiliency and life skills, promoting social connectedness, and encouraging help-seeking and help-giving behaviors in teens and young adults support their overall well-being, help them thrive, and protect their emotional health, making it less likely they will fall into unhealthy behaviors. This program assists with identifying and supporting those who may be struggling with mental health challenges, providing appropriate interventions, and professional help referral strategies.

HOW WAS MY CHAPTER SELECTED?

All Delta Gamma chapters will receive YCSYS every four years in a rotational format. YCSYS is one of the many educational programs delivered to chapters on a scheduled, rotational basis. Delta Gamma continues to be committed to providing our collegiate members with unparalleled educational opportunities and resources. When a chapter receives YCSYS, it will count as the chapter's friendship program for DG Dialogues.

WHO SHOULD ATTEND YCSYS?

Delta Gamma's goal is for all collegiate members to participate in YCSYS, with every chapter having 100% attendance for their presentation. YCSYS is an Anchored Event. New members are expected to attend and will count in the roster total. Provided along with this chapter preparation guide is the Act with Intention: Health & Well-Being Series Terms & Conditions which will further outline chapter attendance expectations. Please note that chapters may be fined if attendance falls below 80%.

WHAT SHOULD WE DO IF THE CONTENT IS TRIGGERING TO MEMBERS?

Due to the potentially triggering nature of the program content, you should reach out to your campus counseling services in advance to see if a staff member can be present outside of the program space to assist members if needed. If members request not to be at the program due to the triggering conversations around mental health, suicide, etc. – they must request to be excused. The vp: programming should send a full list of names and emails of those who are excused to Kollin Fitzpatrick, assistant director for health & well-being at kollin.fitzpatrick@deltagamma.org. Those who are excused for the triggering nature of the content will not negatively affect the chapter's attendance percentage calculation.

CAN ADVISERS, HOUSE DIRECTORS, OR FRATERNITY/SORORITY ADVISERS ATTEND?

This program is meant to be a conversation shared only between the chapter members and trained facilitators. To encourage open dialogue and honest reflection, we ask that advisers, house directors, and other members of the fraternity/sorority community do not attend the presentation.

HOW LONG IS THE PROGRAM?

The workshop will last for approximately 1.5 hours. Your facilitators are prepared to facilitate all the activities in that allotted time.

WHO WILL FACILITATE THE PROGRAM?

Delta Gamma has selected a team of trained facilitators to help bring YCSYS to our chapters. The facilitation team consists of higher education professionals, staff from other fraternity and sorority headquarters and Delta Gamma alumnae. The chapter will be informed of their facilitator through an introduction email. It is possible that a member of Executive Offices staff will join the call solely as a technology coordinator.

WHAT IS THE COST/EXPENSE FOR MY CHAPTER?

The Delta Gamma Foundation will generously cover all facilitator travel and lodging costs associated with YCSYS. The chapter is responsible for arranging transportation for facilitators to and from the airport, unless a rental vehicle is needed or being utilized by your facilitator. If guest lodging is available in the chapter house, it is expected to be offered to female facilitators. All expenses incurred securing a room or AV equipment is a chapter cost. All optional food and drink expenses are chapter cost and are detailed later in this document.

WHAT IS THE TIME/DATE FOR YCSYS?

You will be responsible for working with your assigned facilitators to select a date and time that is mutually agreed upon for the program. You must work with your facilitators' availability to set the date and time of the workshop. Once a date is confirmed, please notify the chapter of the program date and share that the program will last two hours. When you have agreed upon a date, please add it to your Anchorbase calendar.

When deciding date preferences, please consult your Anchorbase calendar and your university calendar to ensure that you are not recommending a date over a university break or during another significant chapter or campus event.

WHERE WILL THE WORKSHOP TAKE PLACE, AND WILL I NEED ANY EQUIPMENT?

Once your program date is scheduled, the chapter must reserve a room with a LCD projector and a screen for a PowerPoint presentation with sound. An ideal location is a room like a lecture hall. The presentation may be held in a chapter house if all members can be seated comfortably. The space must be large enough to accommodate all chapter members in chairs. When reserving your space, plan for an additional half an hour at the beginning of the reservation to account for event setup time. Any expense incurred in securing AV equipment or a room is a chapter cost.

If your chapter is larger than 175-200 members, you will need to have two separate times to offer the program. The facilitator will deliver 2 programs in total.

WILL ANY MATERIALS BE REQUIRED?

The facilitator is responsible for providing the program presentation as their facilitation guide. The chapter is not expected to provide any materials to participate.

WHAT HAPPENS IF WE NEED TO RESCHEDULE/CANCEL THIS EVENT?

If the chapter needs to reschedule this event, please work with your facilitator to find a new date that is mutually agreed upon. Once you have found a new date, please update your Anchorbase calendar. Should you have to cancel the workshop, your chapter may receive a fine covering the entire cost of the program to reimburse the Foundation. Cancellation fees are outlined in the Act with Intention: Health& Well-Being Series Terms & Conditions document. We are so excited to be partnering with your chapter to help us “Do Good” for our communities, campuses and members!

Should you have any questions regarding the scheduling and preparation for YCSYS, please feel free to reach out to Kollin Fitzpatrick, assistant director for health & well-being at kollin.fitzpatrick@deltagamma.org.

Recommended Planning Timeline

Two months prior to the YCSYS (or as soon as possible):

- Contact your facilitator (by email or phone) to finalize the date and time of the presentation. Ensure the date and time selected work for your facilitators and does not conflict with chapter or campus events.
- Reserve space for YCSYS.
 - Refer to reservation specifications above.
- Reserve equipment for the program.
 - In order to successfully facilitate the curriculum, the facilitator will need access to a computer, LCD Projector and projector screen.

One month before the program (or as soon as possible):

- Contact your facilitator (by email or phone) to discuss travel logistics and confirm date, time, and location of the program. Give your facilitator your contact information so that they may reach you on the day of the program. If applicable, ask your facilitator if they need transportation from the airport or train station; if they do, coordinate that for them. Depending on the distance, the facilitator may be renting a vehicle.
- Also alert your facilitator of any recent mental health-related events that may have caused group trauma for the chapter.
- Ensure that your chapter’s “[Campus Resource Worksheet for Collegiate Chapters](#)” is up to date.

- Reach out to your campus counseling services to see if any staff can be present in case members need to leave the program due to the potentially triggering content. If there is an on-call services number that can be shared with members, that may be helpful as well. Warn members of the content trigger warning and begin compiling a list of those who may need to be excused.

One Week before the program:

- Make sure you have contact information for your YCSYS facilitator for emergency purposes.
- Send reminder to the chapter that promotes the program positively, remind members to bring a pen/pencil and introduce your facilitators.
- OPTIONAL: Order or purchase food/snacks. If you would like to get your facilitator a gift, such as a coffee mug representing your campus or chapter, that is encouraged. These would be chapter expenses.

Day of YCSYS:

- Meet your facilitator at least one hour prior to the program start to help set up the room.
- If applicable, pick up your facilitator and bring them to campus.
- Be prepared to serve as the on-site coordinator for this event:
 - Take attendance at the beginning and end of the presentation. For the chapter to receive attendance credit, each member must complete the assessment at the end of the program.
 - Remind all participants that no cell phones or electronic devices are allowed during the program's duration. Please follow proper protocol if you see a chapter member or new member using electronic devices for non-emergency reasons.
 - Let participants know where the restrooms are.
 - Make sure all participants behave respectfully and return promptly after breaks.
 - Introduce and welcome the facilitator at the beginning of the program.
 - Thank the facilitator at the end of the program before chapter members are dismissed.

After YCSYS:

Within ONE WEEK of receiving the YCSYS:

- Send a "Thank You" note to your facilitator for helping you "Do Good" for our communities, campuses, and members.

TIPS FOR SUCCESS

What can chapter officers do to ensure a successful YCSYS. Here are some tips we have based on our experiences with YCSYS:

- Remind members that the program takes two hours to help them plan adequately and eliminate any surprises during the program.
- Provide food OR let them know to eat beforehand. When members are hungry they are less likely to positively participate.
- Set expectations with CMT that they need to be great examples regarding participation.
- It's especially important to have all the needed equipment arranged and tested, such as a projector and computer.
- Provide detailed information to the facilitators on where and how to get to the program location, including parking. Unfamiliar campuses can be very difficult to navigate, even with GPS.